THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION  
OFFICE OF EMPLOYEE SERVICES  
PERFORMANCE APPRAISAL  
FREQUENTLY ASKED QUESTIONS

How are appraisals conducted?

The appraisals are conducted using a web-based performance appraisal system. The system, Performance Pro, provides an automated solution for conducting employee appraisals and tracking performance goals and expectations.

How do I access Performance Pro?

To access Performance Pro

1. Access UT4U
2. Navigate to Resources/Current Employees/ Performance Management (the link will also temporarily appear under Announcements)
3. Select The University of Texas System Administration as your home institution
4. Enter your SNAC login and password
5. Press Enter on your keyboard or click the Login button

Where can I find a guide to use Performance Pro?

You may find a Performance Pro Employee Quick Start Guide under UT4U. Make sure you navigate to Resources/Current Employees/ Performance Management. Also, on your Performance Pro home page you will see some company files that include an Employee Quick Start Guide and/or if you are an appraiser the Appraiser Quick Start Guide.

Is there a policy on Performance Appraisals?

Yes, Policy INT 107 Performance Appraisals. Access UT4U; navigate to the Quick Links, Policy Library, INT 107. Also, INT 131, Probationary Period for Classified Employees discusses the probationary period appraisals.

When are performance appraisals conducted?

Supervisors will appraise each regular employee annually by the date prescribed by OES and/or in the Chancellor’s annual budget instructions (generally June for annual performance cycle ending May 31st). An annual appraisal is not required when another appraisal (e.g., probationary or out-of-cycle) has been completed within 90 days of May 31, 2015. For
probationary employees (new classified employees who have not satisfied the six month probationary period) appraisals are conducted at 90 days of employment and again before the 180th day of employment.

What is a probationary appraisal?

For probationary classified staff, supervisors conduct appraisals 90 days after commencement of employment and again prior to the end of the sixth month of employment.

What is an out of cycle appraisal?

Out of cycle appraisals are conducted if at any time an employee’s performance warrants a written appraisal due to significant improvement or deterioration in performance, the supervisor will complete appropriate documentation recognizing the change in performance. Improvements in performance can be acknowledged by a memorandum to the employee’s personnel file.

Who do I contact if I have any questions regarding performance appraisals or the information on Performance Pro?

Please contact your HR Business Partner if you have any questions regarding Performance Management and/or our online performance appraisal system. For a complete list of Business Partners by department visit our Employee Services SharePoint site; email esc@utsyste.edu or call 512-499-4587.

When can I start my self-appraisal?

Employee self-appraisals can be completed as early as possible after the Office of Employee Services notifies employee’s to initiate their appraisals. Please note you are appraising performance during the period of June 1st through May 31st.

How do I start my self-appraisal?

1. Access Performance Pro
2. Make sure your role is set to Employee
3. Under Appraisal select Evaluate Factors
4. Evaluate Factors
5. Evaluate Goals
6. Set New Goals for the Future
7. Complete Summary Comments
8. Mark Ready for Meeting
9. E-sign the Appraisal
When can I start my employee’s appraisal?

Supervisors may start completing their employee’s appraisal as early as possible. Please note you are appraising performance during the period of June 1st through May 31st.

How do I start my employee’s appraisal?

1. Access Performance Pro
2. Make sure your role is set to Appraiser
3. Select the employee you want to appraise
4. Evaluate Factors
5. Evaluate Goals
6. Set New Goals for the Future
7. Complete Summary Comments
8. Mark Ready for Meeting
9. Merge Appraisal
10. Complete Appraisal
11. E-sign the Appraisal

When can employees view the manager’s comments on their appraisal?

Employees can view their managers’ comments if the manager selects the option to allow employee access during the merging of appraisals.

What do I do if I disagree with my manager’s comments?

It is the policy of The University of Texas System Administration to encourage fair, efficient, and equitable solutions for problems arising out of the employment relationship. You are encouraged to communicate with your manager regarding your concerns. Should you require additional guidance, please contact your HR Business Partner in the Office of Employee Services.

What if I complete an appraisal for the wrong appraisal period?

Un-completing an appraisal can only be done by an Administrative User with full access to the system or a client support representative. Please contact your HR Business Partner if you need to un-complete an appraisal.

What if I marked ready for meeting and need to make additional changes?

Once the employee marks ready for meeting, the appraisal will go into a read only mode and will need to contact their HR Business Partner to request the appraisal be un-marked ready for meeting.
What if I merged the appraisals, but the employee would like to change their scores, comment or add a future goal?

Un-merging an appraisal can only be done by an Administrative User with full access to the system or a client support representative. Please contact your HR Business Partner if you need to un-merge an appraisal.

What if I don’t have goals?

It is common for new employees not to have any goals. Although goals don’t hold any weight towards your overall rating, it is encouraged for you to set future goals if you or your managers have not done so. Your future goals will become current next appraisal cycle.

What if I can’t meet my performance appraisal deadline?

To foster promptness in completion of performance appraisals, the day after annual appraisals are due, a message will be sent to all appraisers with incomplete appraisals communicating a revised timeline for completion.

After the revised deadline has passed, (1) appraisers with any incomplete appraisals will be notified of a new deadline, with a copy sent to the appraiser’s manager and (2) a reason for the delay will be provided to OES by the appraiser.

If the second revised deadline is not met, the appropriate Executive Officer will be notified of any incomplete appraisals and asked to provide a final revised deadline. Executive Officer notifications will occur July 31 or earlier. Before the August payroll deadline, OES will notify the Office of the Controller of any appraisals that, due to incomplete status, render the employee ineligible for merit.